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OFFICE FOR PROJECT SERVICES

REPORT OF THE EXECUTIVE DIRECTOR OF THE OFFICE FOR PROJECT SERVICES ON WAYS OF ESTABLISHING THE OFFICE AS A SEPARATE AND IDENTIFIABLE ENTITY

Addendum

BREAKDOWN OF REVISED BUDGET ESTIMATES FOR THE OFFICE OF PROJECT SERVICES FOR THE BIENNIUM 1994-1995

I. INTRODUCTION

1. A budget for the 1994-1995 biennium was approved by the Governing Council in the amount of $73,197,000 (see DP/1993/45 and decision 93/35). That budget provided for 247 staff positions: 93 Professional and 154 General Service.

2. The revised estimates for OPS for the biennium 1994-1995 are incorporated in the revised estimates for UNDP for the biennium 1994-1995 (DP/1994/35). For information purposes, a breakdown of these revised estimates is provided in table 1 of the present document. The total amount is $68,226,200, which corresponds to the projected income during the biennium. This revised budget provides for 241 posts, reflecting a reduction of six posts (2 Professional and 4 General Service).

3. Pending the establishment of UNOPS, the budget is being presented distinguishing, as in the past, between "budgetary" and "extrabudgetary" resources. Effective 1 January 1995, UNOPS will account for its income and expenditure under a single budget, without reference to "budgetary" or "extrabudgetary" resources.

Table 1. UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS)
BREAKDOWN OF REVISED BUDGET ESTIMATES FOR THE BIENNIUM 1994-1995

Object of expenditures	Budgetary	Extrabudgetary	TOTAL
Established posts a/	12573.3	14356.0	26929.3
Temporary assistance	264.1	346.1	610.2
Appointments for activities of limited duration			0.0
Consultants	434.0	496.0	930.0
Overtime and night differential	286.7	264.8	551.5
Common staff costs a/	6603.6	7838.3	14441.9
Other staff travel	894.6	698.6	1593.2
Information contracts including printing and binding	1791.6	2603.9	4395.5
Translation			0.0
Systems development contracts			0.0
Sub-contracts			0.0
Rental and maintenance of premises	1915.5	2939.5	4855.0
Utilities	125.9	148.7	274.6
Rental and maintenance of furniture, equipment and vehicles including maintenance supplies	137.8	135.5	273.3
Communications	838.6	1109.4	1948.0
Hospitality	13.2	4.8	18.0
Miscellaneous services	192.7	253.4	446.1
Stationery and office supplies including internal reproduction supplies	435.4	462.4	897.8
Office furniture and equipment	173.1	268.1	441.2
Microcomputers hardware/software	343.7	374.2	717.9
Vehicles		16.0	16.0
Reimbursement for NYCS/ICC	302.7	228.6	531.3
Subtotal	**27326.5**	**32544.3**	**59870.8**
Reimbursement for central services b/	3799.7	4555.7	8355.4
Total	**31126.2**	**37100.0**	**68226.2**

a/ Provides for 241 posts, as per the attached staffing table.

b/ Reimbursement for the biennium provided for at 14 per cent of "net" expenditures.

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II. ESTABLISHED POSTS/COMMON STAFF COSTS

4. The amounts of $26,929,300 for Established posts and $14,441,900 for Common staff costs, are to cover the estimated costs of staffing the 241 posts (91 Professional and 150 General Service).

5. The staffing table (table 2) reflects not only the reduction of six posts, but also the current levels assigned to the posts based on the reclassification exercise performed in late 1993. The reclassification results included the upgrading to D-1 of the only Operations Division Chief post that had remained at the P-5 level. The Executive Board is hereby requested to approve the revised staffing table.

III. GENERAL OPERATING EXPENSES AND OTHER BUDGETARY PROVISIONS

6. Budgetary provisions for the above, in the amount of $26,855,000, have been prepared based on a review of OPS administrative expenditures during the last biennium, with necessary adjustments for inflation and other factors.

7. For information purposes, the table below provides details of all the budgetary provisions and is followed by a brief narrative for each component.

Table 2. UNITED NATIONS OFFICE FOR PROJECT SERVICES (UNOPS): REVISED STAFFING TABLE

POST LEVEL	Budgetary	Extrabudgetary	Total (As approved by GC decision 93/95)	Revised total
Professional and above				
ASG	1		1	1
D-2	1		1	1
D-1	7	1	8	9
P-5	14	16	30	31
P-4	11	15	26	29
P-3	8	12	20	16
P-2/1	4	3	7	4
Subtotal	**46**	**47**	**93**	**91**
General Service				
Principal Level	24	26	50	49
Other Level	47	57	104	101
Subtotal	**71**	**83**	**154**	**150**
Total	**117**	**130**	**247**	**241**

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IV. BUDGET NARRATIVE

Temporary assistance

8. The amount of $610,200 is for temporary assistance to replace staff on special leave, including maternity and extended sick leave, and for cases where additional help may be needed as a result of temporary increases in workload. These, and additional funds if necessary, will also cover the costs of individuals hired on special service agreements or other types of temporary contracts pending the formal recruitment of staff to fill newly established posts. Should the amounts provided be insufficient, funds from established posts will be redeployed to cover the cost of those individuals hired on a temporary basis pending recruitment of regular incumbents.

Appointments of Limited Duration (ALD)

9. The amount of $950,000 is being proposed to cover the costs of staff hired under this new type of contract.

Consultants

10. The amount of $930,000 is to cover the cost of technical support required for such tasks as the preparation of terms of reference for complex subcontracts; reviewing and evaluating bids and requests for proposal; conducting management and other internal studies and reporting thereon; writing special reports and guidelines; and training.

Overtime and night differential

11. The amount of $551,500 provides for the additional requirements of peak workloads.

Other staff travel

12. The amount of $1,593,200 is for travel of staff, primarily Division Chiefs and Project Management Officers to projects to: participate in tripartite meetings; conduct on-site project monitoring; provide training in administration, finance and other matters to project staff; trouble shoot; meet potential clients and donors/funding sources for Management Services Agreements, etc.

Contractual printing

13. The amount of $250,000 is to cover the costs of printing the UNOPS annual report, UNOPS brochures, the UNOPS Handbook, UNOPS Users' Guides, etc.

Translation

14. The amount of $95,500 is to translate the UNOPS guidelines, brochures, standard contracts, etc. into various official languages.

Systems development contracts

15. The amount of $2 million is the estimated amount which UNOPS requires for information systems in three main areas: (a) maintenance of current systems; (b) acquisition, design, development, implementation and maintenance of systems not covered by the Integrated Management Information System (IMIS) and for which requirements now exist; and (c) the costs to convert current data and systems to IMIS.

Subcontracts

16. The amount of $1,100,000 is to cover the cost of subcontracts for, inter alia, the maintenance of work stations, network user support, training on negotiating and concluding contracts, and for data entry.

Rental and maintenance of premises

17. The amount of $4,855,000 is to cover rental expenses for UNOPS headquarters ($4,600,000) and the UNOPS share of common premises in various UNDP country offices (approximately $285,000).

Utilities

18. The amount of $274,600 is to cover the cost of electricity, water and other utilities for the UNOPS premises.

Rental and maintenance of furniture, equipment and vehicle maintenance

19. The amount of $273,300 is to cover the cost of rental and maintenance of existing office equipment at headquarters, mainly large printers and photocopiers, and for costs of the use and maintenance of vehicles in country offices.

Communications

20. The amount of $1,948,000 is to cover the cost of telephone, fax, electronic mail, courier, postage and pouch services, etc.

Hospitality

21. The amount of $18,000 is to cover the cost of official functions and other hospitality expenses incurred at headquarters and in the field.

Miscellaneous services

22. The amount of $446,100 is requested to cover the cost mainly of archives and retrieval of accounting documents located in New Jersey.

Stationery and office supplies

23. The amount of $897,800 is requested to provide for office supplies, including reproduction supplies, paper and stationery, books and library supplies.

Office furniture and equipment

24. The amount of $441,200 is for the costs of constructing or altering work stations and purchasing desks and other office equipment for staff in New York and in the field.

Microcomputers hardware/software

25. The amount of $717,900 is to cover the standard costs of office automation software and upgrades, and hardware, as follows: routine upgrades of network hardware, replacement of obsolete equipment (20 per cent per year), and other equipment as needed for UNOPS work stations.

Vehicles

26. The amount of $16,000 is to cover the cost of one vehicle for a UNOPS outpost.

Reimbursement for NYCS/ICC

27. The budgetary provision of $531,300 is to pay for the utilization of UNDP mainframe computer usage, mainly for the UNDP General Ledger and Financial Reporting System (GLFRS), and the UNOPS Funds Control System.